



## VILLAGE OF FOX POINT

MILWAUKEE COUNTY

WISCONSIN

VILLAGE HALL

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**To:** The Honorable Members of the Fox Point Village Board  
**From:** Scott A. Botcher, Village Manager  
**Date:** October 6, 2023  
**Re:** **Administrative Report for the Week Ending October 6, 2023**

### ADMINISTRATION

1. Village staff continued work on the 2024 annual budget.
2. Village Clerk's staff set up the installation and training of the new Pitney Bowes postage meter for Wednesday.
3. Village Clerk's office continues to organize and purge election records according to Village Code and Wisconsin State Statutes designated retention/destruction schedule.
4. Village Clerk's staff is currently working in the voting software on record maintenance prior to the 2024 elections.
5. Assistant Manager submitted initial application materials for 2024 Village insurance coverages.

### DEPARTMENT OF PUBLIC WORKS

1. Beach Drive Updates:
  - a. All water main work on the north end of Beach Drive is completed.
  - b. The water main on the south end of Beach Drive has been installed and the contractor is finishing installing the water service laterals.
  - c. The paving subcontractor is expected to mill (remove) the northern section of Beach Drive beginning Tuesday, October 10 (from about 8000 North Beach to the private road at 8050 North Beach).
  - d. Paving for that section of Beach Drive is currently scheduled for the week of October 16.
  - e. The southern section of Beach Drive is scheduled to be milled in a couple of weeks (no date has been set yet) with paving occurring toward the end of the month.
  - f. Due to the time of year, all areas will be temporarily restored and final restoration activities will occur in the spring of 2024.
2. The tennis courts at Indian Creek are completed and have been striped for both tennis and pickleball. The tennis courts at Longacre are closed to allow the contractor to perform the resurfacing and striping work. They are anticipating the work will take approximately two weeks, depending on the weather.

3. The Village received an approximate two-week extension to submit our appeal documentation to DNR and FEMA related to the Indian Creek 100-year floodplain. We are evaluating the base flood elevation and, based on comments from the DNR, they were of the opinion that the improvements made with the installation of our green infrastructure actually increased the base flood elevation.
4. Staff met with the Manager and Assistant Manager to discuss the proposed 2024 capital budget.
5. Staff met with Baxter & Woodman and Kapur & Associates to discuss the design and construction activities at Lake Drive and Bradley Road (as Kapur is working on Lake Drive components and Baxter & Woodman is working on the Bradley Road components).
6. Staff continues to work with Kapur regarding the Lake Drive (paving portion) of the project. Letters were sent to property owners regarding the temporary or permanent easements being requested.
7. DPW staff have been busy with the following:
  - a. Garbage and yard waste collections.
  - b. Mowing.
  - c. Removing and trimming trees.
  - d. Installing end walls around the new storm sewers/culverts on Beach Drive. Also installed a storm sewer culvert on Boyd Way south of Hyde Way.
  - e. Cleaned up silt logs and erosion control features left in place from Village construction projects and performed restoration activities.
  - f. Pothole patching.
8. Water utility staff:
  - a. Worked with the contractor on the water main installation on Beach Drive.
  - b. Will begin the cross-connection inspections (commercial) in the next few weeks. These are required to be performed by the DNR – with high risk locations (commercial) performed every two years and low risk performed every ten years.
9. In the shop:
  - a. Preparing the leaf vacs for the start of leaf collection.
  - b. Working on the scooters (problems with a sensor).
  - c. Performed preventative maintenance on the Scag mower.
  - d. Performed preventative and equipment maintenance activities.
  - e. Will be working with an electrician to repair the lights (circuits) at Longacre Pavilion.

### POLICE DEPARTMENT

1. The Department hosted training on managing critical incidents. The training attendees and instructors were from other north shore police and fire agencies.
2. Officers assisted a resident who was the victim of fraud after their identity was used with a fraudulent drivers license to obtain money from an out of state bank.
3. Officers on patrol observed several subjects in the park after hours and conducted a field interview. The subjects were subsequently arrested for possession of marijuana.

4. Officers responded to a report of theft after an unknown person took jewelry that was delivered through a shipping company. The package was left on the front porch and taken without permission.
5. Officers responded to assist a resident who was reporting a dispute with a contractor related to work performed at the residence. The work was completed without a contract and a dispute about the work performed ensued. The officer provided assistance to the resident as it relates to the civil dispute.
6. Officers assisted a resident who was the victim of an ongoing identity theft in California that involved credit cards and their drivers license.
7. Officers responded to a report of a physical assault at Stormonth School after a student was injured in a dispute. The officer investigated for criminal purposes and referred the matter to the school for further follow-up.
8. Officers attended mandatory in-service training. The training is held in conjunction with other north shore police agencies.
9. Officers responded to a report of disorderly conduct at Walgreens after a subject engaged in a load exchange with the staff. The officers mediated the matter and the subject was prohibited from coming back on the property by the business manager.

#### **NORTH SHORE FIRE DEPARTMENT**

1. Brown Deer Village Board approved the Department's Single/Multi-Year Capital Budget, 2024 Fee Schedule, Tax Levy Limit Exception, and amendment to the North Shore Fire Services Agreement at its meeting on Monday.
2. Chief Whitaker presented information on the Department's 2024 Budget to the Brown Deer Village Board on Monday evening.
3. Department Staff met with the municipal building inspectors for the seven North Shore communities to discuss and get feedback on proposed changes to the processes and scope of fire department plan reviews and inspections for new and remodeled buildings this week.
4. Department members participated in active threat training with North Shore law enforcement and Bayside Communications Center this week.